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NEW SERIES

NOVEMBER, 1907

VOL. V, NO. 1

RULES OF THE FACULTY AND

BOARD OF REGENTS

UNIVERSITY OF OREGON

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NOVEMBER, 1907

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BULLETINS OF THE UNIVERSITY OF OREGON

New Series.

VOL. A.

1. Public School Libraries. Prof. Luella Clay Carson.

VOL. 1.

1. Education. Prof. H. D. Sheldon. English. Prof. Luella Clay Carson. Nov. 1903. Exhausted.
2. Beowulf. Prof. I. M. Glen. January, 1904.
2. Water Power on the McKenzie River. Prof. E. H. McAlister. March, 1904. Exhausted.
4. Mineral Resources and Mineral Industries of Oregon for 1903. Compiled by the Department of Chemistry. May 1904.
5. Catalogue for 1903-1904.

VOL. II.

1. Water Power on the Santiam. Prof. E. H. McAlister. November, 1904.
2. Tendencies in Recent American Road Legislation. Prof. F. G. Young, January, 1905.
3. General Register of the University of Oregon, 1873-1904. March, 1905.
4. General Announcements for 1905-1906. Exhausted.
5. Catalogue for 1904-1905. Exhausted.

VOL. III.

1. State Normal School Systems of the United States. Prof. H. D. Sheldon. November, 1905.
2. Annual Report of the President of the University, January, 1906.
3. Some Botanical Notes from the Biological Laboratory. Prof. Albert R. Sweetser. March, 1906.
A new Fossil Pinniped. Prof. Thomas Condon. Supplement to No. 3. May, 1906.
4. Catalogue of the University of Oregon, 1905-1906. May, 1906.
5. A Student's Geological Map of Oregon, with Notes. Ellen Condon McCornack. July, 1906.

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FACULTY RULES--UNIVERSITY OF OREGON

ABSENCES

Students leaving town for more than one day are expected to obtain permission from their dean.

No game or contest of any kind requiring an absence of more than three (3) days from class-room work by members of teams, shall be arranged without special permission of the faculty.

ATHLETICS

Eligibility--

The eligibility requirements (scholarship) for membership on athletic teams shall be the same as the requirements for membership in the University.

ATHLETIC COUNCIL

Rules and Regulations of the Athletic Council.

ARTICLE I.

Organization--

Section 1. The management of the department of Athletics of the Associated Students of the University of Oregon shall be vested in an Athletic Council.

Sec. 2. The Athletic Council, which shall have full control of all athletics and athletic matters, shall consist of the following members:

(A) The President of the University, who shall (ex-officio) be chairman of the Council and who shall have the power of absolute veto over all acts of the Council.

(B) Three members of the faculty of the University, who shall be appointed by the President on or before the third Saturday in September of each year.

(C) Three members of the alumni, who shall be elected by the Alumni Association at its annual June meeting of each year.

(D) Three undergraduates who shall be elected at the

annual election of the Associated Students in May of each year.

ARTICLE II.

Section 1. The term of service for members of the Council shall begin on the third Saturday in September of each year. On said third Saturday in September of each year, the newly-elected members of the Council shall meet and from their own membership, elect a Secretary. Regular meetings of the Council shall be held on the third Saturday in September, the third Saturday in December, the third Saturday in March, and on the last Saturday prior to Commencement day (in June) of each year. All regular meetings shall be held in the office of the President of the University and shall begin at 9 a. m. Special meetings may be held at any time upon request of three members, or subject to the call of the chair provided that notice of such meetings be served upon all members at least twenty-four (24) hours in advance of the time of meeting.

Sec. 2. A majority of all the members of the Council shall constitute a quorum, but a less number may meet and adjourn to a certain day.

ARTICLE III.

Duties of Officers—

Section 1. The President shall preside at all meetings of the council and shall perform the usual duties pertaining to that office. During the absence of the President, the senior faculty member of the Council shall preside, and shall act as president pro tem.

Sec. 2. The Secretary shall keep a complete record of all meetings of the Council, shall issue credentials of eligibility, notify members of time and place of meetings, and perform such other duties as naturally attach themselves to the conduct of his office. He shall keep a record of all games and contests in which teams representing the University of Oregon participate, and shall keep original copies of all contracts made with coaches and trainers.

Sec. 3. The treasurer of the Associated Students shall act as Treasurer of the Council. He shall, at the end of each season of any department of sport, receive all money on hand in that department of sport and shall hold the same in trust until appropriated for other purposes by the Council. The Treasurer shall at each regular meeting of the Council give a detailed statement of all moneys received and disbursed since the last preceding meeting together with the

amount on hand. He shall also present an annual report to the Council at the June meeting.

ARTICLE IV.

Management—

Section. 1. The management of each department of sport shall be entrusted to a manager who shall be a student of the University and over the age of twenty-one (21) years.

Sec. 2. The football manager shall be elected annually, at the December meeting of the Council and shall hold office for one year or until his successor is duly elected and qualified. All other managers shall be elected at the June meeting and shall hold office for one year or until their successors are duly elected and qualified.

Sec. 3. Managers shall make all contracts for games and contests, shall arrange for all transportation of teams, purchase all suits and supplies and in general, direct the entire management of the department over which they have jurisdiction subject to the rules and instructions of the Athletic Council.

Sec. 4. Managers shall make no contracts involving the expenditure of more than twenty-five (\$25) dollars without first obtaining permission of the Council nor shall they expend more than twenty-five (\$25) dollars without first obtaining the written consent of the Treasurer of the Associated Students or of the Athletic Council.

Sec. 5. Managers, shall at the end of each week, prepare a detailed report of all money received and disbursed during said week and shall file a copy of the same with the Treasurer of the Associated Students and another with the Steward of the University. At the end of each season of each branch of sport, the manager shall file with the Steward of the University, a complete report of all money received and disbursed during said season, and shall accompany the same with vouchers for each and every item of expenditure. He shall file a duplicate copy of said report with the Treasurer of the Associated Students, and shall file all original contracts and correspondence pertaining to the official business of said season with the Secretary of the Council.

Sec. 6. All tickets for games and other contests shall be furnished by the Treasurer of the Associated Students and shall be sold under the direction of the managers of the different branches of sport, who shall be responsible for said tickets and the receipts from the sale thereof. Tickets shall

be collected by gate-keepers who shall be appointed by the Treasurer of the Associated Students.

Sec. 8. There shall be an assistant manager for each branch of sport. Assistant managers shall share the duties and responsibilities of the management. The assistant football manager shall be elected at the annual June meeting of each year. All other assistant managers shall be elected at the annual December meeting of each year. Assistant managers shall hold office for one year.

Sec. 9. Upon presentation of direct evidence of dishonesty, unfitness, or indifference, the Council may remove any manager or assistant manager.

ARTICLE V.

Committees—

Sec. 1. There shall be an Athletic Committee, consisting of the Director of Physical Education, who shall (ex-officio) be chairman of said committee, one alumnus member of the Council, appointed by the President and one undergraduate member of the Council, appointed by the President.

Sec. 2. It shall be the duty of the Athletic Committee to direct the general management of all minor matters connected with the department of athletics and to co-operate with the managers, but all schedules, elections, and other matters of importance shall be dealt with by the Athletic Council.

Sec. 3. There shall be an auditing committee consisting of three members of the Council. Said committee shall be appointed by the President at the September meeting of each year. It shall be the duty of said committee to examine and audit all reports of managers and to discharge such other duties as may be incumbent upon such a committee.

ARTICLE VI.

Captains, Coaches and Trainers—

Section 1. Captains shall perform such duties as usually appertain to their position and shall enforce observance of training rules.

Sec. 2. Captains shall see that all members of teams shall have passed a physical examination under the Director of Physical Education before entering any regular contests and that all candidates for teams are examined at the beginning of the season.

Sec. 3. Immediately after the close of each season for which any regular team has been organized, a captain for the following season shall be elected. All players and members of

teams who have competed in any first team or varsity contest against the University of Washington, University of Idaho, University of California, Stanford University or Oregon Agricultural, shall be entitled to vote in said election, which shall be presided over by the manager of the team of the season just closed. All voting shall be by ballot and no person shall be considered elected who has not received a majority of all votes cast. Managers shall have no vote unless they have been members of the teams.

Sec. 4. In case of death, illness, resignation or absence from college of any regularly elected captain, the Council may elect a temporary captain who shall serve until a regular captain is chosen according to the original method.

Sec. 5. Captains of second teams shall be chosen at the opening of each season of each branch of sport, the selection being made by regular candidates for said second teams.

Sec. 6. Managers shall report the election of all captains to the Council for confirmation or rejection.

Sec. 7. Coaches and trainers shall be selected by the Council and their salaries shall be agreed upon in writing.

Sec. 8. Coaches and trainers must be of good moral character. They must be college graduates or have college antecedents satisfactory to the Council.

ARTICLE VII.

Eligibility Rules—

Section 1. All male students in good standing are eligible to represent the University in athletics, provided they have have successfully carried nine hours of work during the last previous semester (This rule shall not apply to those who are in attendance at the University for the first time or to those who were not in attendance during the last previous semester,) and are successfully carrying their college work during the season for which their particular team is organized.

Sec. 2. No student shall represent the University in more than two branches of athletics during the same college year.

Sec. 3. No professional athlete or other athlete who has used his knowledge of athletics for financial gain shall represent the University in any athletic game or contest. The Council shall have power to suspend any student of the University from amateur standing, pending official action by the Amateur Athletic Union.

Sec. 4. No student shall represent the University for more than four (4) years in any one department of sports

against any of the institutions mentioned in Sec. 3 of ART. VI. (This rule shall not apply to students who are registered in the University during the year 1905-1906, but shall go into effect upon the entrance of the freshman class of 1906.)

ARTICLE VIII.

General Regulations—

Sec. 1. Members of the athletic teams of the University shall accept no gift or prize from any individual, firm or corporation, unless such gift or prize be approved by the Council.

Sec. 2. No game or contest of any kind requiring an absence of more than three (3) days from class-room work by members of teams, shall be arranged without special permission of the faculty.

Sec. 3. The official "O" shall be worn only by students and former students of the University of Oregon who are entitled to wear the same, according to the regulations adopted by the Associated Students. The Council shall award these emblems at the close of each season of each branch of sport, the presentation of the same to be made by the Director of Physical Education.

Sec. 4. Should vacancies occur in the Council, the same shall be filled by immediate appointment, either by the President of the University, the President of the Alumni Association or the President of the Associated Students, depending upon which branch of the Council the vacancies occur.

Sec. 5. Any member of the Council who is absent from Eugene on the date of any regular or special meeting, or who for other good and sufficient reasons, cannot be present, may vote by proxy, provided said proxy be in writing and be invested in some student, alumnus, professor, instructor or other person connected with the University.

Sec. 6. The Director of Physical Education shall be custodian of all cups, pennants, trophies and other prizes won by teams representing the University.

Sec. 7. Roberts' Rules of Order shall govern all meetings of the Council, wherein said rules do not conflict with the rules and regulations of the Council.

Sec. 8. The By-laws of the Council may be amended at any meeting by a two-thirds vote of the total membership of the Council provided that all amendments be ratified by the Executive Committee of the Associated Students before going into effect.

COURSE OF STUDY

Section I. The degree of Bachelor of Arts is conferred upon students of the College of Literature, Science and the Arts, who have been in residence at least one academic year and who have secured one hundred and twenty hours of credit exclusive of physical training, but the degree of Bachelor of Science may be conferred upon students conforming to the requirements enumerated above and electing majors in natural science or mathematics, provided that written request for this degree be filed with the Registrar of the University at least thirty days before the date upon which the degree is to be granted.

Sec. 2. Each student upon entering the University shall select as his major subject, the work of some one department the head of which shall be his adviser in all matters pertaining to the curriculum. The student's study card shall be made out and signed by the major professor, and no change shall be made without consultation with him, provided that a student may change majors at the beginning of any academic year by filing a petition, indicating the proposed change, with the Registrar. Change of major at any other time shall be made only with the consent of the department concerned and after action of the University faculty.

Sec. 3. All candidates for the Baccalaureate degree shall present an approved graduating thesis in their major subject. Credit not to exceed four semester hours, may be allowed for the preparation of a graduating thesis.

Sec. 4. In addition to the one hundred and twenty hours required for each student at graduation, four semester hours shall be earned in physical training, two in the Freshman year and two in the Sophomore. In case students are for valid reasons excused from physical training, such students shall earn an equivalent amount of training in other departments. Two hours of work in the gymnasium shall be equivalent to one semester hour.

Sec. 5. Three hours shall constitute a laboratory period.

Sec. 6. The work required in the major subject (including thesis and required work) shall not be less than twenty nor more than forty semester hours.

Interpretation—If any student takes more than forty semester hours in any one department, the excess above forty

semester hours taken in that department shall not be counted toward graduation.

Sec. 7. The maximum number of semester hours for students in the first three years shall be 16, minimum 13, and for students in the senior year, maximum, 16, minimum 12.

Sec. 8. Every student at the beginning of his Freshman year shall satisfactorily pass an examination testing facility and accuracy in the use of English, or take a course of two semester hours in English, for which college credit will be given.

Sec. 9. Every candidate for the degree of Bachelor of Arts shall secure during his freshman and sophomore years credit in languages other than English to the extent of 14, 16, 18, or 20 semester hours which shall be taken in two year-courses.

Sec. 10. The studies of the freshman year, except as hereinbefore provided, shall be chosen from a list of subjects, such a list to be constituted of courses which the several departments may desire to offer as freshman work.

Sec. 11. The head Professor in the department of Engineering chosen by the students, shall be the students' adviser in educational matters, and he shall have the authority to require the completion of fundamental courses in his own department; but such requirements shall not exceed forty unit hours. 120 unit hours shall be required for graduation, exclusive of gymnasium work. Three hours shall be a laboratory period. The degree of Bachelor of Science is granted for the completion of the requirements for graduation in the Engineering departments.

Registration in—

Every student must be enrolled in the several courses making up his schedule within three days from the date of his registering in the University, at the end of which period his enrollment card, duly signed by his instructors, is to be placed on file with the Registrar.

Changes In—

If because of difficulties with the schedule, or if for any other reason, satisfactory to his adviser, the student wishes to make a change in enrollment, he may do so by obtaining a "Change of Schedule Card" from the Registrar, and complying with the requirements indicated on the card itself, as follows: These cards to be effective, must be made out, dated, and signed by the adviser of the student in whose favor it is drawn.

The date of use, except as to special faculty action, must be not later than ten days from the time upon which the student registered in the University. The Registrar and all instructors are forbidden to honor it under any other condition.

Withdrawal—

In case of a student leaving a course without substituting other University work for it, the act is to be regarded as a withdrawal upon fulfillment of the following conditions:

The act is to be initiated either by the student himself or by his adviser; the adviser after consultation with the instructor giving the course from which withdrawal is desired, must approve; the withdrawal is then effective upon filing the withdrawal card, properly executed with the Registrar. But withdrawals shall not be granted within one month of the beginning of the final examination period. The mark "W" in semester grade reports is to be held as applying exclusively to the cases coming under this paragraph.

Dismissal—

Dismissal from a course may be made at any time by the instructor in charge, and shall be effective after consultation upon the part of the instructor with the adviser of the student concerned. Such dismissal shall be considered the equivalent of a failure, and shall be indicated upon the semester grade reports by "E".

MINIMUM AMOUNT OF WORK ACCEPTED.

The failure on the part of a regular student to make nine hours credit in a semester shall automatically suspend the student from the University for the following semester; a second failure to make nine hour's credit in a semester shall permanently sever the student's connection with the University.

CHANGE OF MAJOR.

A student may change majors at the beginning of any academic year by filing a petition, indicating the proposed change, with the Registrar. Change of major at any other time shall be made only with the consent of the departments concerned, and after action by the University Faculty.

EXAMINATIONS

Any students detected in receiving or giving any assistance either in recitation or examination, shall be given zero for that recitation or examination and the case reported to the President for further consideration or punishment. But if in the judgment of the Professor in charge of the department in which the assistance was received, another examination is

deemed advisable, it may be given with the President's consent thereto; and it is recommended that the maximum mark upon said second examination shall not exceed 75.

Method of Reporting—

The grades shall be reported to the Registrar as follows: Students whose standing are over 95, "A"; over 90 and less than 95, "B"; over 80 and less than 90, "C"; between 70 and 80, "D"; below 70, "E", which means failure.

At Definite Times:—

Examinations shall be given in all courses to all students at definite periods at the end of each semester, and at no other times without consent of the faculty.

Examinations shall, as far as possible, be written, exceptional cases to be filed in the office.

Weight of:—

In no case shall the results of the examinations count more than two-thirds of the final mark.

Removal of Conditions—

Conditions must be removed within one year. The days for the removal of conditions shall be the first Monday and the following Tuesday in December, and the first Monday and the following Tuesday in May.

DEBATING.

Credit For—

In the discretion of the Faculty no one objecting, those students participating in the inter-collegiate debates, under the Faculty's direction, may be granted University credit to the amount of three semester hours, or less, for their work on the subjects of such debates. The pre-requisites for granting these credits shall be:

The student shall have done creditable work in the Inter-collegiate debating contest.

He shall not have neglected any of his regular class work.

DEFICIENCIES.

Limit of Hours for Removing:

Students admitted as Freshmen, but having entrance conditions, may be allowed to make up during the first two years of their course, either in the University or elsewhere, a total equivalent of one preparatory unit; but the total number of hours for any one semester shall not exceed eighteen.

Students admitted to classes above the Freshman, but having deficiencies, may be allowed to carry an average of thirty-four semester hours per year, including work in the

summer school, if any, but not more than eighteen hours may be carried during any one semester. In case this provision will not admit a graduation within a time proposed, no extra work shall be allowed. Permission to carry extra hours shall not be granted under this provision to students whose deficiencies result from failures.

Students without deficiencies, whose record for the preceeding semester shows a grade of at least "B" in two-thirds of their work, and no grade below "C," may be permitted to carry a maximum of eighteen hours; but the extra course or courses shall not count for graduation. Students carrying extra work under this provision shall be required to drop it in case their standing in any subject is reported below "C".

DISMISSAL, HONORABLE

Each student entering this University from some other college or University, shall be required to present at the time of his entrance a letter of honorable dismissal from such college or university.

FACULTY.

Regular Meetings of:—

All regular meetings of the Faculty shall be held on the first Thursday of each month, beginning at four o'clock in the afternoon, and adjourning not later than half past five o'clock.

Petitioning:—

No student shall petition the Faculty in regard to his subjects of study without first obtaining the signature of his major professor.

FAILING AND BEEKMAN ORATIONS.

Art. II. Any member of the graduating class (satisfying requirements 1, 2, under Art. III.) who is to receive a degree at the coming commencement,—enrolled in the Classical, Scientific or Literary course prescribed by the University, or such course as may at the time be substituted for either of said courses (that is any course leading to A. B., or B. S. degrees) desiring to compete for the Failing and Beekman prizes shall hand his name to the Registrar not later than January 10th, with the subject chosen from the list of the twelve Failing and Beekman subjects posted.

Art. III. On Saturday of the eighth week before Commencement week the preliminary oral contest shall be held for the purpose of choosing the competitors for the Failing and Beekman prizes. Typewritten manuscripts shall be presented

to the committee on the same day to be used in determining any doubtful points. The orations shall not exceed twelve hundred words and shall be delivered without notes. Seniors appearing for this preliminary contest must present to this Committee a statement signed by the Registrar certifying that they have satisfied the requirements for "high class" standing", namely:

1. A residence and record of scholarship in the University of Oregon during the Junior and Senior years.

2. An average record of scholarship for the Junior and Senior years of "C" (80 per cent) or above.

The committee shall have the right to reject any or all orations it may deem unworthy to enter the final competition.

GRADUATE SCHOOL.

Organization—

The administration of the Graduate School is entrusted to a Committee of the University Faculty called the Graduate Council.

Aim—

The Graduate School, in the different departments, adapts its work to the needs:

1. Of those desiring to fit themselves for the higher positions in the work of education, and who, as preparation for this work, seek to specialize along definite lines.

2. Of those desiring to utilize the opportunities offered by the University to gain greater proficiency in other lines of professional activity or public service.

3. Of those competent to undertake research problems in any department and to be of service in the advancement of knowledge.

Provision has been made for publication under the auspices of the University of the results of especially meritorious work of this kind.

Admission and Registration:—

Students holding the Bachelor's degree from the University or any other institution whose requirements for the degree are equivalent, and who desire to do graduate work, whether for an advanced degree or for no degree, are admitted to the Graduate School. Students holding a Bachelor's degree, but desiring to obtain a first degree in some other line, will register in the under-graduate department. Candidates for admission to the Graduate School must make formal ap-

plication, upon blanks furnished for the purpose, to the Graduate Council, submitting diplomas or other evidence of the requisite standing.

When approved by the Graduate Council, the applicant pays the required fee at the Registrar's office, and receives from the Registrar, each semester, a study card to be filled out by his major professor. In case of a candidate for an advanced degree, the major professor must be the head of some department in which, either here or in the university from which he comes, the student has taken a sufficient amount of work to fit him for graduate study. The minor may be taken in the under-graduate work. When made out, the study card, whether the student be a candidate for an advanced degree or not, must be submitted to the Graduate Council for formal approval. Otherwise, graduate students not seeking a degree are subject to the same regulations as undergraduates.

Assignment of Studies:—

The heads of the departments in which the student takes work constitute his Special Committee, which determines his course, conducts his examination, and upon completion of all requirements, certifies to the Graduate Council his having earned the degree. The head of the department in which the candidate for an advanced degree takes his major work shall be his adviser and chairman of his special committee.

Degrees Granted:—

The University now offers the following advanced degrees.

1. Master of Arts.
2. Master of Science.
3. Civil Engineer.
4. Electrical Engineer.
5. Mechanical Engineer.
6. Mining Engineer.

Candidates for the degree of Master of Arts or Master of Science must complete at least one year (thirty semester hours) of study in residence, except in cases of graduates of this University who may by special action of the Graduate Council be given permission to do one half of the work in absentia. The work to be counted towards an advanced degree must be divided between a major subject and a minor, the former receiving approximately twenty semester hours, and the latter ten. Six of the thirty hours may be at the option of the candidate's Special Committee, assigned to the thesis. All candidates must, on or before Monday of the third week before the last of the University year in which the degree is to be conferred file with the Registrar for the Graduate Coun-

cif, a thesis approved by the chairman of his Special Committee having charge. Within the week in which the thesis is filed the candidate shall sustain an oral examination by a committee of three appointed by the President of the University, two of which shall be the heads of the departments in which the student takes his work.

Students, who, during their candidacy for the Master's degree are engaged in teaching or other gainful employment, will be required to devote to the studies such longer period than one year, as may be designated by the Graduate Council.

DEGREE OF ENGINEER.

The professional degree of Engineer is conferred upon graduates of the University, or of other institutions of like rank, who complete a year of professional study beyond the baccalaureate requirements of the department in which the degree is sought, and who present an approved thesis showing ability to do independent work.

HONORS.

The honor, "Summa Cum Laude" shall be awarded to students who have more than half of their grades above "B" and not more than three credits "C". No credits below "C".

"Magna Cum Laude" to students who have not more than three credits below "B" and none below "C."

"Cum Laude" to students who have not more than three credits below "C."

Students who have standings below those indicated by the above named honors may be graduated "rite." In any event the space on the diploma in which the honor awarded the graduate is customarily written shall be filled either with the degree of honor or a cancel mark.

SPECIAL HONORS FOR THESIS.

On or before the Saturday preceeding each Commencement week, each head of department shall place in the hands of the Senior Credit Committee the titles of all major theses which are in his opinion of unusual excellence, the writers of such theses being thereby recommended to the faculty for special honors which shall be indicated on the Commencement programmes and elsewhere as the Committee shall indicate.

JUNIOR ORATIONS.

Junior Orations shall be limited to eleven hundred words each.

No student shall be eligible for Public Junior Orations who

is not enrolled in the regular Junior course in English and Oratory.

Only the ten students having the highest standing in general scholarship among those who are enrolled in the Junior course in English and Oratory may elect Public Junior Orations.

In computing these standings the average of the grades in English and Oratory shall be counted five times.

MASS MEETING OF THE STUDENT BODY.

Mass meetings of the Student Body and all meetings of class organizations and of other student enterprises, stated or special, must be held at a time which does not conflict with regular recitation periods.

MUSIC.

Credit For:—

Two elective credits may be granted for applied music, as well as for theoretic music.

SENIOR THESES.

Subjects for Senior Theses shall be filed with the Registrar on or before October 10, of each year.

Form:—

The paper used shall be of the grade and quality known as 24-pound linen-ledger, 17x22 in. This paper shall be in sheets, 8 1-2 by 11 inches, with holes in the margin for binding. The finished theses shall be bound with a cover of good quality.

The body of the thesis shall be typewritten with the lines doubly spaced. Left hand margins are to be one and three-fourths inches; the other margins not less than one-inch. Pages are to be properly numbered. Citations are to follow at the bottom of the page upon which reference is made, each citation to be a paragraph. The lines devoted to citations may be singly spaced. Only one side of the sheet is to be written upon.

Theses must be in acceptable literary form, and must be prefaced by the following, which are to be bound with the thesis in every case in the order mentioned; Title pages in regular book form; a sufficiently complete bibliography and a table of contents.

STUDENT AFFAIRS COMMITTEE.

All student affairs of the University except athletics, shall be in the hands of the Student Affairs Committee, consisting

of three members of the Faculty, whose consent shall be obtained for all student functions.

SUBSCRIPTION PAPERS.

Subscription papers for Faculty subscription shall be left at the Administration office.

SUMMER SCHOOL.

Credit For Work Done In—

Credit to the amount of six semester hours may be given for Summer School work.

Rules and By-Laws for the
Government of the
University of Oregon

RULES AND BY-LAWS FOR THE GOV-
ERNMENT OF THE UNIVERSITY
OF OREGON

ADOPTED BY THE BOARD OF REGENTS, JANUARY

19TH, 1904.

1. A regular meeting of the board shall be held on the first Tuesday after the third Monday in January at Portland, and on Tuesday of Commencement week at Eugene, in each year.

2. The officers of the board shall be elected annually, by ballot, at the regular meeting in January, and their duties shall be such as may be prescribed by law, or from time to time by the board.

3. The executive committee shall consist of three members of the board, to be appointed as it may direct. The committee, at any regular or special meeting, all members being notified and a majority thereof being present, may exercise

and perform the general duties and powers of the board during a recess thereof.

4. The collegiate year shall consist of two semesters, of twenty weeks each. There shall be two vacations, one of two weeks, at the Christmas holidays, and the other of one week in April.

5. After the close of the present session, the university will cease to offer work below the freshman year, and thereafter no student, except those doing special work, not leading to a degree, shall be admitted to the university, who is not able to enter the freshman class.

6. All persons attending in any of the departments, except law, medicine and music, or pursuing any work whatever, therein, shall, before registering or entering any classes, pay to the steward each year, an incidental or matriculation fee of \$10 and a student body tax and such laboratory fees in the several departments as the president and the head of the department may provide. The incidental fee shall be paid into and become a part of the general fund. The student body tax shall be disposed of as the rules and regulations governing the student body may prescribe and with the approval of the president of the university.

7. The president of the university may as a disciplinary measure organize the students attending at Eugene into an association, to be known as the Associated Students of the University of Oregon, and provide and enforce such rules and regulations for the government thereof, including the compulsory payment of a fee from each student not to exceed \$5 per year, for the support and maintenance of the association and its several enterprises and publications, as in his judgment may be necessary.

8. The faculty shall consist of the president and full professors although for the present the heads of all departments may be recognized as members thereof. It shall have the immediate government and discipline of the university and the students thereof, and may make and enforce all necessary rules and regulations therefor. It may prescribe courses of study to be pursued and the text books to be used. Regular meetings of the faculty shall be held at least once a month during the session of the university, and a record shall be kept of its proceedings, which shall be open to the inspection of the board or its authorized officers at any time.

9. All officers of instruction and employes of the university shall hold office or other appointment during the pleas-

ure of the board unless otherwise specially provided.

10. The salaries of the president and instructors shall be as follows:

The president, \$3,000, annually, and the use of Collier Hall as a dwelling, on condition that he keep it in repair at his own expense, and free water and light from the university plant while being operated for university purposes;

Full professors, \$1,600 to \$2,000 annually;

Assistant professors, from \$1,200 to \$1,600 annually;

Instructors, from \$800 to \$1,200 annually; and

Assistant instructors, from \$250 to \$800 annually.

Unless otherwise provided, the term of office of all instructors and all advancements or increase in salaries shall commence on the first day of October following such advancement or appointment, and their salaries shall be payable quarterly, in January, April, July and October of each year.

11. The president of the university shall be the general administrative and executive officer thereof and the authorized medium of communication between the board and officers of instruction, individually or collectively, in all matters involving the administration. He shall call and preside at all meetings of the faculty, appoint such deans and committees thereof as it may prescribe or as in his judgment may be necessary, and his consent shall be necessary to every faculty action affecting the policy or administration of the university. He shall confer frequently with the officers of instruction concerning their duties and work, and shall have a general supervision over the concerns of the university. He shall attend all meetings of the board and committees thereof and participate in their deliberations without the right to vote. He shall from time to time give to the board information in writing of the state of the university, and recommend to its consideration such measures as he shall deem necessary or proper. He shall see that the laws, rules, regulations and orders of the board for government of the university are faithfully observed.

12. As the efficiency of the university depends chiefly upon the quality and harmonious action of the faculty, the regents will hold the president to a strict but reasonable accountability for the fidelity, ability and efficiency of all officers of instruction, and to that end it will depend upon him to recommend suitable persons only for such offices, and to recommend such promotions and changes in salary as he may

think advisable. It will also expect him to report promptly to it any indications of incompetency, insubordination, misconduct or neglect on the part of any officer of instruction and unhesitatingly to recommend dismissals when advisable. He may during the recess of the board, and with the approval of the president thereof, suspend any officer of instruction for insubordination, neglect of duty, or any other cause that to him seems sufficient. Any vacancy in the office of instructor during the recess of the board may be filled temporarily by the appointment of the president of the university with the approval of the president of the board.

13. The inability of officers of instruction to meet their classes or conduct their regular work shall be promptly reported to the administrative office, and permission for absence from town during the session of the university shall be obtained from the president of the university.

14. All officers of instruction shall furnish the president of the university from time to time, as often as requested, such information as he may desire concerning the progress, standing, work or conduct of any student under their charge, and shall at the end of each semester make out blanks provided for that purpose and file in the administrative office a report of the work of the semester, accompanied with any suggestions or recommendations as they may desire to make. Such reports shall be submitted to the board for its consideration, and be subject to inspection by any member thereof at any time.

15. As the time of each officer of instruction belongs to the university, no such officer shall enter upon or engage in any work or enterprise outside his particular university work of a kind or amount likely to lessen his full efficiency within the university.

16. There shall be appointed by the board a steward or business agent, who shall hold office during its pleasure. He shall keep in particular books provided for that purpose, full and accurate account of the receipts and disbursements of the university, and make a report thereof to the president of the board at the end of each fiscal year, or oftener if required, and to any member of the board at any time when so requested. He shall have charge of and look after all requisitions, see that they are properly prepared and presented to the president of the university and the president of the board for allowance and approval. All purchases and contracts for and on behalf of the university or any of its departments, except law, medicine and music, shall be made by, or under his di-

rection, except when the board otherwise specially directs. He shall prepare all vouchers, those for claims payable by warrant of the secretary of state in duplicate, one of which he shall file in his office and forward the other to the secretary of state. He shall have general supervision and control of the buildings, grounds, engines, boilers, pumps, dynamos and machinery in the power plant, and all other property belonging to the university not specially used in the work of instruction. He shall, under the direction of the president of the university, have charge of all employes not engaged in the work of instruction, with power either to hire or discharge them at his pleasure.

17. Purchases to an amount exceeding \$50 shall be made by contract after competition, unless the character of the material or articles renders competition impracticable. No purchases or contracts shall be made or liabilities incurred by any one connected with the university, except by the board or a committee or agent duly authorized thereto by it, unless upon requisitions in detail, made through the administrative office, upon blanks provided for that purpose, and approved by the president of the university and the president of the board. Any person violating this regulation shall be held personally responsible, and the amount of the purchases made or contract incurred by any such person, if allowed by the auditing committee, shall be charged to and deducted from his salary or wages. The president of the board shall sign in its behalf all contracts made by it.

18. All bills and vouchers shall be approved by the president of the university and at least two members of the executive committee. All warrants on the treasurer of the board for the payment of money shall be signed by the president of the university and countersigned by the steward, and the steward shall forward to each member of the board a quarterly statement of the financial condition of the institution.

19. A book shall be kept by or under the direction of the head of each department or person in charge of any apparatus or moveable property of the university, in which shall be entered as soon as convenient a complete list of such apparatus or property now on hand, or such as may hereafter be purchased from time to time, with the itemized cost thereof, and such memoranda in relation thereto as may be proper. With the aid of this book, a complete inventory shall be made at the close of each year, and filed with the steward.

20. No room and no part of the university grounds shall

be used for any purpose other than stated university work without permission of the administrative office.

21. The steward is hereby authorized and directed on behalf of the board to institute and prosecute criminal proceedings against any and all persons wilfully injuring or defacing the buildings or other property of the university, and it is hereby made the duty of the faculty to expel immediately from connection with the university any student or other person guilty of wilfully defacing or otherwise injuring the property thereof.

22. The rules heretofore adopted and now in force governing and regulating the collection and disbursement of laboratory fees and the commencement fund are hereby approved and shall remain in full force and effect.

23. All rules and by-laws in conflict herewith are hereby annulled.

BULLETINS OF THE UNIVERSITY OF OREGON

(Continued from inside front cover.)

VOL. IV.

1. State Systems of High School Control. Henry Davidson Sheldon. November, 1906.
2. The University Library, Its Conditions and Needs. Joseph Schafer. December, 1906.
3. Annual Report of the President of the University. January, 1907.
4. A Brief List of Books on Nature Study. Prof. H. D. Sheldon.
Relation to Leguminous Plants to Soil Fertility. Prof. A. R. Sweetser. February, 1907.
5. Dentaria (Spring Beauty) Prof. A. R. Sweetser, March, 1907.
6. General Announcements and Summer Session. April, 1907.
7. Catalogue of the University of Oregon, 1906-1907. May, 1907.
8. In memory of Thomas Condon, June, 1907.
9. Oregon High School Debating League. Prof. Edgar E. De Cou. October, 1907.
10. General Rules of the Faculty and Board of Regents. November, 1908.

The University of Oregon Bulletin is issued monthly during the University year and will be sent free on application. Requests for Bulletins, or letters of inquiry concerning the University should be addressed to THE REGISTRAR, University of Oregon, Eugene, Oregon.

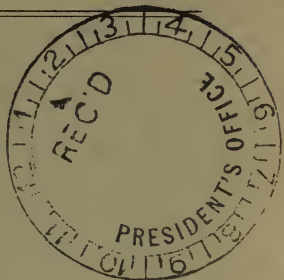
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UNIVERSITY OF OREGON BULLETIN

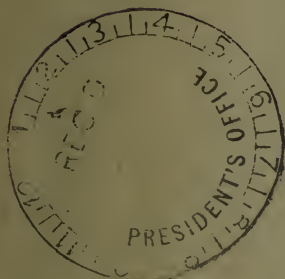
NEW SERIES

NOVEMBER, 1911

Vol. IX, No. 3



THE RULES OF THE FACULTY



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THE
RULES OF THE FACULTY
University of Oregon

RULES OF THE FACULTY.

ABSENCES.

Leave of—

Every student before leaving town during the session of the University is expected, as a matter of courtesy, to obtain a *leave of absence* card. These cards may be obtained by the women from the Dean of Women, and by the men from the Registrar.

Teams—

No game or contest of any kind requiring an absence of more than three (3) days from class-room work by members of teams, shall be arranged without special permission of the faculty.

ATHLETICS.

Eligibility—

The eligibility requirements (scholarship) for membership on athletic teams shall be the same as the requirements for membership in the University.

Freshman Football—

All games scheduled for the freshman football team of this University, shall be played on the campus of the University of Oregon.

ATHLETIC COUNCIL.

RULES OF THE ATHLETIC COUNCIL.

ARTICLE I.

ORGANIZATION.

Section 1. There is hereby created an Athletic Council at the University of Oregon.

Sec. 2. The Athletic Council, which shall have full control of all athletic matters connected with the University, shall consist of the following members: (a) The President of the University, who shall, *ex officio*, be chairman of the council, and shall have the power of absolute veto over all acts of the council. (b) Three members of the faculty, who shall be appointed by the President of the University on or before September 1st of each year. (c) Three members of the alumni, who shall be elected by the alumni association at its annual meeting in June. (d) Three undergraduates, who shall be elected at the annual election of the Associated Students in May of each year.

ARTICLE II.

Section 1. The term of service for members of the Athletic Council shall begin on the third Friday in September of each year. On said third Friday of each year the newly elected members shall meet and from their own membership elect a Secretary. Regular meetings of the Athletic Council shall be held on the third Friday in September, the third Friday in December, the third Friday in March, and the Friday prior to commencement day of each year. Special meetings may be held at any time upon the request of three members or subject to call of the President; provided, that notice of such meetings be served upon all members twenty-four hours in advance of the time of meeting.

Sec. 2. A majority of each branch of the council shall be necessary to constitute a quorum.

ARTICLE III.

DUTIES OF OFFICERS.

Section 1. The President shall preside at all meetings of the council and shall perform the usual duties pertaining to that office.

Sec. 2. The Secretary shall keep a complete record of all meetings of the council, receive reports from managers, issue credentials of eligibility, notify members concerning time and place of meeting, and perform such other duties as naturally attach themselves to the conduct of his office. He shall also keep a record of all games and contests in which teams representing the University of Oregon participate, and shall keep a record of all contracts made between managers of teams representing the University of Oregon and managers of other teams, and shall keep a record of all contracts with coaches and trainers.

ARTICLE IV.

COMMITTEES.

Section 1. Each department of sport shall be entrusted to a committee of three, consisting of the graduate manager and captain of that particular branch of sport and a third member appointed by the President, it being understood that the third member shall act as chairman of the committee to which he belongs. The third member of the football committee shall be appointed at the December meeting of the council. All others shall be appointed at the September meeting. All of said committees shall refer all schedules of games and other important matter to the council for final approval.

ARTICLE V.

MANAGERS.

Section 1. The Graduate Manager shall file his final report with the secretary of the council within two weeks after the close of the season, and shall within the same time turn over to the treasurer any funds he may have on hand.

Sec. 2. The Graduate Manager shall at some time prior to the opening of each season submit to the Athletic Council for approval the budget of estimated expenses for the season. The permission of the Athletic Council must be gained by the Graduate Manager before making contracts involving the expenditure of more than twenty-five dollars. The Graduate Manager shall obtain receipts for all expenditures and shall exhibit the same with his final reports.

Sec. 3. The Graduate Manager shall be charged with the safe-keeping of the movable equipment of all teams.

Sec. 4. Coaches and trainers shall be chosen by the committee in charge of any particular branch of sport, with the approval of the President of the University. Such committees shall submit the names of said coaches and trainers to the council for approval.

Sec. 5. Managers shall submit copies of all contracts with coaches, trainers, or managers of other teams, to the secretary, who shall copy the same in the records of the council.

Sec. 6. Assistant managers shall share the duties and responsibilities of the management of each department of sport as may be assigned to them by the Graduate Manager or committee of said department.

Sec. 7. Assistant managers shall be chosen by the council upon advice and nomination of a committee appointed by the council. The assistant manager of the football team shall be chosen at the March meeting of the council. All other assistant managers shall be chosen at the September meeting.

Sec. 8. The term of office of an assistant manager shall not extend beyond the expiration of the season of the branch of sport for which he was elected.

Sec. 9. Upon presentation of direct evidence of unfitness or indifference, the council may remove any assistant manager.

ARTICLE VI.

CAPTAINS.

Section 1. Captains shall perform such duties as usually appertain to their positions, shall select men for their teams, and shall enforce rigid observance of careful training habits.

Sec. 2. Captains of teams shall see that all members of teams shall have passed a physical examination under the physical director before entering any regular contest, and that all candidates for teams are examined at the beginning of the season.

Sec. 3. Immediately after the close of each season for which any regular team has been organized, a captain for the following season shall be elected. All players who have won the "O" in active competition during the season just closed shall be entitled to vote in said election, which shall be presided over by the manager of the team during the season just closed. All voting shall be by ballot, and no person shall be considered elected who has not received a majority of all votes cast.

Managers shall have no right to vote unless they have won the "O" in active competition during the season just closed.

Sec. 4. In case of death, sickness, resignation or absence from college of any regular captain, the council may appoint a temporary captain pending the election of a successor, who shall be chosen according to the original method.

Sec. 5. Captains of second teams shall be chosen at the opening of each season by the members who compose the team.

ARTICLE VII.

GENERAL REGULATIONS.

Section 1. The official "O" shall be worn only by students, ex-students and graduates of the University of Oregon according to the regulations adopted by the Associated Students.

Sec. 2. The football season shall close December 1st.

Sec. 3. Coaches and trainers must be of good moral character. They must be college graduates or have college antecedents satisfactory to the council, and must be approved by the council before employed.

Sec. 4. Until the third Friday in September, 1903, the membership of this council shall consist of the present faculty athletic council, the present board of managers of the department of athletics, and three members of the alumni association elected by the alumni association.

Sec. 5. Should vacancies occur in the council the same shall be filled by immediate appointment either by the President of the University or the President of the Associated Students, depending on which branch of the council the vacancies occur.

Sec. 6. No member of the council shall vote by proxy except non-resident alumni members. No proxy shall be invested in a person not a member of the council.

Sec. 7. Robert's Rules of Order shall govern all meetings of the council.

Sec. 8. This organization, with all its requirements, shall take effect on the date of its approval by the faculty.

ARTICLE VIII.

ELIGIBILITY RULES.

Section 1. All male students in good standing are eligible to represent the University in athletics, provided they have successfully carried nine hours of work during the last previous semester (this rule shall not apply to those who are in attendance at the University for the first time or those who were not in attendance during the last previous semester) and are successfully carrying their college work during the season for which their particular team is organized.

Sec. 2. No student shall represent the University in more than one branch of athletics during any one season, each year to be divided

into two seasons, the first including all fall and winter sports, such as football, basketball, etc., and the second all spring sports, such as baseball, track, tennis, etc.

Sec. 3. No professional athlete or other athlete who has used his knowledge of athletics for financial gain shall represent the University in any athletic game or contest. The council shall have power to suspend any student of the University from amateur standing, pending official action by the Amateur Athletic Union.

Sec. 4. No student shall represent the University for more than four (4) years in any one department of sports.

COURSE OF STUDY.

Section 1. The degree of Bachelor of Arts is conferred upon students of the College of Literature, Science and the Arts, who have been in residence at least one academic year and who have secured one hundred and twenty hours of credit exclusive of physical training, but the degree of Bachelor of Science may be conferred upon students conforming to the requirements enumerated above and electing majors in natural science or mathematics, provided that written request for this degree be filed with the Registrar of the University at least thirty days before the date upon which the degree is to be granted.

Sec. 2. Each student upon entering the University shall select as his major subject, the work of some one department the head of which shall be his adviser in all matters pertaining to the curriculum. The student's study card shall be made out and signed by the major professor, and no change shall be made without consultation with him, provided that a student may change majors at the beginning of any academic year by filing a petition, indicating the proposed change, with the Registrar. Change of major at any other time shall be made only with the consent of the department concerned and after action of the University faculty.

Sec. 3. All candidates for the Baccalaureate degree shall present an approved graduating thesis in their major subject. Credit not to exceed four semester hours, may be allowed for the preparation of a graduating thesis.

Sec. 4. In addition to the one hundred and twenty hours required for each student at graduation, four semester hours shall be earned in physical training, two in the Freshman year and two in the Sophomore. In case students are for valid reasons excused from physical training, such students shall earn an equivalent amount of training in other departments. Two hours of work in the gymnasium shall be equivalent to one semester hour.

Sec. 5. Three hours shall constitute a laboratory period.

Sec. 6. The work required in the major subject (including thesis and required work) shall not be less than twenty or more than forty semester hours, but students may, if they desire, take extra hours in any

one department up to a total of five, making the total number of hours in that department forty-five.

Sec. 7. The maximum number of semester hours for students in the first three years shall be 16, minimum 13, and for students in the senior year, maximum 16, minimum 12.

Sec. 8. Every student in the College of Literature, Science and the Arts, at the beginning of his freshman year, shall elect either (1) to take an examination, or (2) to take six semester hours in Rhetoric, for which six semester hours of credit will be given.

The Examination—

(a) The examination will be held during Registration week at an hour and place announced on the bulletin board.

(b) It will consist (1) of exercises to test the students' knowledge of punctuation and sentence structure and (2) of a number of assigned topics to bring out the students' facility and accuracy in the use of English.

(c) A student who attains a high degree of excellence in the examination is released from further requirements in English Composition, unless the student is majoring in that line of English.

(d) Students who give evidence in the examination of a notable degree of efficiency in the use of English shall be required, according to the worth of their papers, to take in freshman year either (1) two semester hours, or (2) four semester hours in Rhetoric.

(e) Those students who fail to show a satisfactory degree of efficiency in the examination will be required to take the regular freshman six semester hour course.

Sec. 9. Every candidate for the degree of Bachelor of Arts or Bachelor of Science, in the College of Literature, Science and the Arts, shall procure during his freshman and sophomore years, credit in language other than English, to the extent of 14, 16, 18, or 20 semester hours, which shall be taken in two year-courses.

Sec. 10. The studies of the freshman year, except as hereinbefore provided, shall be chosen from a list of subjects, such a list to be constituted of courses which the several departments may desire to offer as freshman work.

Sec. 11. The head professor in the department of Engineering chosen by the students, shall be the students' adviser in educational matters, and he shall have the authority to require the completion of fundamental courses in his own department; but such requirements shall not exceed forty unit hours. 120 unit hours shall be required for graduation, exclusive of gymnasium work. Three hours shall be a laboratory period. The degree of Bachelor of Science is granted for the completion of the requirements for graduation in the Engineering departments.

Registration in—

Every student must be enrolled in the several courses making up his schedule within three days from the date of his registering in the Uni-

versity, at the end of which period his enrollment card, duly signed by his instructors, is to be placed on file with the Registrar.

Changes in—

If because of difficulties with the schedule, or if for any other reason, satisfactory to his adviser, the student wishes to make a change in enrollment, he may do so by obtaining a "Change of Schedule Card" from the Registrar, and complying with the requirements indicated on the card itself, as follows: This card to be effective, must be made out, dated, and signed by the adviser of the student in whose favor it is drawn. The date of use, except after special faculty action, must be not later than ten days from the time upon which the student registered in the University. The Registrar and all instructors are forbidden to honor it under any other condition.

Withdrawal—

In case of a student leaving a course without substituting other University work for it, the act is to be regarded as a withdrawal upon fulfillment of the following conditions:

The act is to be initiated either by the student himself or by his adviser; the adviser after consultation with the instructor giving the course from which withdrawal is desired, must approve; the withdrawal is then effective upon filing the withdrawal card, properly executed with the Registrar. But withdrawals shall not be granted within one month of the beginning of the final examination period. The mark "W" in semester grade reports is to be held as applying exclusively to the cases coming under this paragraph.

Dismissal—

Dismissal from a course may be made at any time by the instructor in charge, and shall be effective after consultation upon the part of the instructor with the adviser of the student concerned. Such dismissal shall be considered the equivalent of a failure, and shall be indicated upon the semester grade reports by "E."

MINIMUM AMOUNT OF WORK ACCEPTED.

The failure on the part of a regular student to make nine hours credit in a semester shall automatically suspend the student from the University for the following semester; a second failure to make nine hours' credit in a semester shall permanently sever the student's connection with the University.

CHANGE OF MAJOR.

A student may change majors at the beginning of any academic year by filing a petition, indicating the proposed change, with the Registrar. Change of major at any other time shall be made only with the consent of the departments concerned, and after action by the University Faculty.

OUTSIDE WORK.

No student of the University shall undertake any work or examination, with a view to credit for University degree, other than that which he is regularly permitted to carry on his schedule card.

CHANGES OF COURSE.

Petitions for—

1. Petitions for change of course shall not be considered after November 1st, for the first semester, and after March 1st for the second semester.

2. Petitions for change of course shall be approved and signed by the major professor of the petitioner, and the instructor of the course which the student desires to enter. (Notice of withdrawal to be sent to the instructor of the course dropped.)

3. All students registered for less than ten hours of University work shall make a passing grade in at least sixty per cent of that work.

4. The "minimum number of hours" shall remain fixed as in the past, namely thirteen hours.

Functions of Committee—

(a) For these petitions there shall be a committee called "Committee on Revision of Students' Courses."

(b) Regular meetings of the committee shall be held weekly from the opening of the fall term until November 1st of each year, and after November 1st, at the call of the Registrar.

(c) The committee shall be authorized to act upon all petitions for:

1. Changes of course presented between the following dates: Ten days following registration of student, and November 1st for the first semester, and March 1st for the second semester.

2. More than the maximum number of hours, provided the number asked for does not exceed seventeen. Petitions for more than seventeen hours will be considered and reported to the faculty.

3. Petitions for less than the minimum number of hours, approved and signed by major professors.

EXAMINATIONS.

Schedule of Hours—

All examinations shall be two hours in length. One and two hour courses shall be examined in the afternoon and Friday morning. Four o'clock classes may be examined from 3 to 5 P. M. on any desired day. The examination in Freshman English Composition shall be regularly scheduled from 10 to 12 A. M. on Saturday preceding examination week. No examinations shall be given earlier than the regular examination schedule (Monday to Friday) without faculty action, and no examination shall be released from its schedule time unless conflicts compel, in which case it shall be placed at some time later than the time regularly scheduled.

<i>Class Reciting at</i>	<i>Credits</i>	<i>Examination</i>
8 A. M.	3-4-5	Monday, 8-10 A. M.
9 A. M.	3-4-5	Monday, 10-12 A. M.
8 A. M.	1 - 2	Monday, 1- 3 P. M.
10 A. M.	3-4-5	Tuesday, 8-10 A. M.
11 A. M.	3-4-5	Tuesday, 10-12 A. M.
9 A. M.	1 - 2	Tuesday, 1- 3 P. M.
1 P. M.	3-4-5	Wednesday, 8-10 A. M.
2 P. M.	3-4-5	Wednesday, 10-12 A. M.
10 A. M.	1 - 2	Wednesday, 1- 3 P. M.
3 P. M.	3-4-5	Thursday, 8-10 A. M.
4 P. M.	3-4-5	Thursday, 10-12 A. M.
11 A. M.	1 - 2	Thursday, 1- 3 P. M.
1 P. M.	1 - 2	Friday, 8-10 A. M.
2 P. M.	1 - 2	Friday, 10-12 A. M.
3 P. M.	1 - 2	Friday, 1- 3 P. M.

Cheating, Penalty for—

Any students detected in receiving or giving any assistance either in recitation or examination, shall be given zero for that recitation or examination and the case reported to the President for further consideration or punishment. But if in the judgment of the professor in charge of the department in which the assistance was received, another examination is deemed advisable, it may be given with the President's consent thereto; and it is recommended that the maximum mark upon said second examination shall not exceed 75.

Method of Reporting—

The grades shall be reported to the Registrar as follows: Students whose standing are over 95, "A"; over 90 and less than 95, "B"; over 80 and less than 90, "C"; between 70 and 80, "D"; below 70, "E", which means failure.

At Definite Times—

Examinations shall be given in all courses to all students at definite periods at the end of each semester, and at no other times without consent of the faculty.

Examinations shall, as far as possible, be written, exceptional cases to be filed in the office.

Weight of—

In no case shall the results of the examination count more than two-thirds of the final mark.

Removal of Incompletes and Conditions—

1. Students shall be allowed one year in which to make up conditions and incompletes.

2. Students failing to make up conditions or incompletes within one year, must repeat the subject and course in order to secure credit.

Examinations for the removal of conditions will be held on the first Monday and the following Tuesday in December, and on the Monday and Tuesday preceding the regular examination period in the second semester. Conditions may also be made up at the regular examination time.

DEBATING.

Credit for—

In the discretion of the Faculty no one objecting, those students participating in the inter-collegiate debates, under the Faculty's direction, may be granted University credit to the amount of three semester hours, or less, for their work on the subjects of such debates. The prerequisites for granting these credits shall be:

The student shall have done creditable work in the inter-collegiate debating contest.

He shall not have neglected any of his regular class work.

DEFICIENCIES.

Limit of Hours for Removing—

Students admitted as Freshmen, but having entrance conditions, may be allowed to make up during the first two years of their course, either in the University or elsewhere, a total equivalent of two preparatory units but the total number of hours for any one semester shall not exceed eighteen.

Students admitted to classes above the Freshman, but having deficiencies, may be allowed to carry an average of thirty-four semester hours per year, but not more than eighteen hours may be carried during any one semester. In case this provision will not admit a graduation within a time proposed, no extra work shall be allowed. Permission to carry extra hours shall not be granted under this provision to students whose deficiencies result from failures.

DISMISSAL, HONORABLE.

Each student entering this University from some other college or University, shall be required to present at the time of his entrance a letter of honorable dismissal from such college or university.

EXTRA HOURS.

Account of Scholarship—

Students without deficiencies, who have a record for the preceding semester in their grades of one-third A's, and an additional one-third A's and B's, and none below C, shall be permitted to take a maximum of eighteen hours, the excess credits beyond sixteen hours being forfeited in case of failure to maintain the standard mentioned.

FACULTY.

Regular Meetings of—

All regular meetings of the Faculty shall be held on the first Thursday of each month, beginning at four o'clock in the afternoon, and adjourning not later than half past five o'clock.

Petitioning—

No student shall petition the Faculty in regard to his subjects of study without first obtaining the signature of his major professor.

For Extra Hours—

All petitions for hours above the maximum or minimum number that a student may carry shall be referred to a standing committee of the Faculty called the Committee on Extra Hours.

FAILING AND BEEKMAN ORATIONS.

Art. II. Any member of the graduating class (satisfying requirements 1, 2, under Art. III) who is to receive a degree at the coming commencement—enrolled in the Classical, Scientific or Literary course prescribed by the University, or such course as may at the time be substituted for either of said courses (that is any course leading to A. B., or B. S. degrees) desiring to compete for the Failing and Beekman prizes shall hand his name to the Registrar not later than January 10th, with the subject chosen from the list of the twelve Failing and Beekman subjects posted.

Art. III. On Saturday of the eighth week before commencement week the preliminary oral contest shall be held for the purpose of choosing the competitors for the Failing and Beekman prizes. Typewritten manuscripts shall be presented to the committee on the same day to be used in determining any doubtful points. The orations shall not exceed twelve hundred words and shall be delivered without notes. Seniors appearing for this preliminary contest must present to this committee a statement signed by the Registrar certifying that they have satisfied the requirements for "high class standing", namely:

1. A residence and record of scholarship in the University of Oregon during the junior and senior years.

2. An average record of scholarship for the junior and senior years of "C" (80 per cent) or above.

The committee shall have the right to reject any or all orations it may deem unworthy to enter the final competition.

GRADUATE SCHOOL.

Organization—

The administration of the Graduate School is entrusted to a committee of the University Faculty called the Graduate Council.

Aim—

The Graduate Council, in the different departments, adapts its work to the needs:

1. Of those desiring to fit themselves for the higher positions in the work of education, and who, as preparation for this work, seek to specialize along definite lines.

2. Of those desiring to utilize the opportunities offered by the University to gain greater proficiency in other lines of professional activity or public service.

3. Of those competent to undertake research problems in any department and to be of service in the advancement of knowledge.

Provision has been made for publication under the auspices of the University of the results of especially meritorious work of this kind.

Admission and Registration—

Students holding the Bachelor's degree from the University or any other institution whose requirements for the degree are equivalent, and who desire to do graduate work, whether for an advanced degree or for no degree, are admitted to the Graduate School. Students holding a Bachelor's degree, but desiring to obtain a first degree in some other line, will register in the under-graduate department. Candidates for admission to the Graduate School must make formal application, upon blanks furnished for the purpose, to the Graduate Council, submitting diplomas or other evidence of the requisite standing.

When approved by the Graduate Council, the applicant pays the required fee at the Registrar's office, and receives from the Registrar, each semester, a study card to be filled out by his major professor. In case of a candidate for an advanced degree, the major professor must be the head of some department in which, either here or in the university from which he comes, the student has taken a sufficient amount of work to fit him for graduate study. The minor may be taken in the under-graduate work. When made out, the study card, whether the student be a candidate for an advanced degree or not, must be submitted to the Graduate Council for formal approval. Otherwise, graduate students not seeking a degree are subject to the same regulations as undergraduates.

Assignment of Studies—

The heads of the departments in which the student takes work constitute his Special Committee, which determines his course, conducts his examination, and upon completion of all requirements, certifies to the Graduate Council his having earned the degree. The head of the department in which the candidate for an advanced degree takes his major work shall be his adviser and chairman of his special committee.

Degrees Granted—

The University now offers the following advanced degrees:

1. Master of Arts.
2. Master of Science.
3. Civil Engineer.
4. Electrical Engineer.
5. Mechanical Engineer.
6. Mining Engineer.

Candidates for the degree of Master of Arts or Master of Science must complete at least one year (thirty semester hours) of study in residence, except in cases of graduates of this University who may by special action of the Graduate Council be given permission to do one half of the work in absentia. The work to be counted towards an advanced degree must be divided between a major subject and a minor, the former receiving approximately twenty semester hours, and the latter ten. Six of the thirty hours may be at the option of the candidate's special committee, assigned to the thesis. All candidates must, on or before Monday of the third week before the last of the University year in which the degree is to be conferred file with the Registrar for the Graduate Council, a thesis approved by the chairman of his special committee having charge. Within the week in which the thesis is filed the candidate shall sustain an oral examination by a committee of three appointed by the President of the University, two of which shall be the heads of the departments in which the student takes his work.

Students, who, during their candidacy for the Master's degree are engaged in teaching or other gainful employment, will be required to devote to the studies such longer period than one year, as may be designated by the Graduate Council.

The professional degree of Engineer is conferred upon graduates of the University, or of other institutions of like rank, who complete a year of professional study beyond the baccalaureate requirements of the department in which the degree is sought, and who present an approved thesis showing ability to do independent work.

In Absentia—

The following recommendations have been adopted:

1. That the regulation limiting the granting of the right to do work in absentia for the Master's degree to graduates of this University be so amended as to extend this possible privilege to all who are graduates from institutions of equal rank.

2. That the residence requirement in such cases be reduced to one-fourth year (Summer School) with the condition that all work in absentia for the Master's degree shall be done in regularly organized courses in the Correspondence Department.

HONORS.

The honor, "Summa Cum Laude" shall be awarded to students who have more than half of their grades above "B" and not more than three credits "C." No credits below "C."

"Magna Cum Laude" to students who have not more than three credits below "B" and none below "C."

"Cum Laude" to students who have not more than three credits below "C."

Students who have standings below those indicated by the above named honors may be graduated "rite." In any event the space on the diploma in which the honor awarded the graduate is customarily written shall be filled either with the degree of honor or a cancel mark.

SPECIAL HONORS FOR THESIS.

On or before the Saturday preceding each commencement week, each head of department shall place in the hands of the Senior Credit Committee the titles of all major theses which are in his opinion of unusual excellence, the writers of such theses being thereby recommended to the faculty for special honors which shall be indicated on the commencement programmes and elsewhere as the committee shall indicate.

JUNIOR ORATIONS.

Juniors orations shall be limited to eleven hundred words each.

MASS MEETING OF THE STUDENT BODY.

Mass meetings of the Student Body and all meetings of class organizations and of other student enterprises, stated or special, must be held at a time which does not conflict with regular recitation periods.

MUSIC.

Credit For—

Two elective credits may be granted for applied music, as well as for theoretic music.

SCHOLARSHIP.

Extra Hours on Account of—

Students without deficiencies, who have a record for the preceding semester in their grades of one-third A's, and an additional one-third A's and B's, and none below C, shall be permitted to take a maximum of eighteen hours, the excess credits beyond sixteen hours being forfeited in case of failure to maintain the standard mentioned.

SENIOR THESIS.

Subjects for Senior Thesis shall be filed with the Registrar on or before October 10, of each year.

Form—

The paper used shall be of the grade and quality known as 24-pound linen-ledger, 17x22 in. This paper shall be in sheets, 8½ by 11 inches, with holes in the margin for binding. The finished theses shall be bound with a cover of good quality.

The body of the thesis shall be typewritten with the lines doubly spaced. Left hand margins are to be one and three-fourths inches; the other margins not less than one inch. Pages are to be properly numbered. Citations are to follow at the bottom of the page upon which reference is made, each citation to be a paragraph. The lines devoted to citations may be singly spaced. Only one side of the sheet is to be written upon.

Theses must be in acceptable literary form, and must be prefaced by the following, which are to be bound with the thesis in every case in the order mentioned; title pages in regular book form; a sufficiently complete bibliography and a table of contents.

SOCIAL FUNCTIONS.

1. All social functions shall be considered under three heads—formal, semi-formal and informal.

- (a) A formal function is defined as a large reception, banquet or dancing party, announced by a formal or general invitation, to be given in any sorority or fraternity house, home or public hall, and attended by any elaborate ceremony of decoration, dress, custom. (Program, music, refreshments, etc.)
- (b) An informal affair is any simple entertainment (at dinner, theater, for driving, boating, etc.) of not more than half the number of persons residing in the fraternity or sorority house, besides the chaperone (other than the regular members of the household), provided there be no formal invitations, no special ceremony in dress or for refreshment.
- (c) A semi-formal function is any entertainment not included in the definition of a formal function or of an informal affair.

2. Each class, dormitory, fraternity, sorority, club or other student organization, shall regularly be entitled to not more than one formal function during an academic year. The date and conditions shall be subject to the approval of the Committee on Student Affairs.

3. Petitions for all formal social functions shall be in the hands of the committee at its regular meeting—the first and third Wednesdays of each month. Petitions for semi-formal functions must be in the hands of the committee not later than the Wednesday preceding the date of the entertainment. The secretary of the committee will furnish the necessary blanks.

4. Informal social affairs require no petitions nor other recognition from the Committee on Student Affairs.

5. There shall be no formal or semi-formal social functions during the first month of the annual session of the University, except the introductory social given by the christian associations to the incoming students.

6. There shall be no formal social functions during the four weeks preceding the beginning of the second semester.

7. The sophomore dance shall be regularly scheduled for the second Saturday in December.

8. The freshman glee shall be regularly scheduled for the first Saturday of the second semester.

9. The junior prom. shall be regularly scheduled for the Saturday night of the junior week-end—the second week in May. There shall be no formal or semi-formal social functions that may interfere with the regular orations of the preceding Friday evening.

10. It is the earnest wish of the committee that all student organizations co-operate in placing their disapproval upon “post-dance” suppers, and upon participation in public dances.

SPECIAL STUDENTS.

The privileges of a special student are intended for those who, for any reason, are unable to complete a college course, but who are qualified by age, character, practical experience, purpose and habits of study, to profit by university courses.

Special students shall be of two classes, as follows:

1. Persons, not candidates for a degree, who have met all the requirements for entrance to the freshman year, to be known as Collegiate Special Students. They may be permitted to take one or more college courses for which they are fitted and shall be subject to the nine-hour rule, except that when registered for fewer than nine hours they must secure credit in them all.

2. Persons of maturity, twenty years of age or over, and teachers in public or private schools, who present satisfactory credentials and testimonials, to be known as Irregular Special Students. They may be permitted to take one or more college courses for which they are fitted subject to the condition that they must complete satisfactorily sixty per cent of the work undertaken.

All applications for special student standing must be passed upon by the Committee on Special Students, who reserve the right to discuss and change any proposed program of studies. Students, other than those of mature years, must give evidence of a definite object to be attained by the courses sought.

Students who have met all the requirements for entrance to the freshman year and are candidates for a degree shall be considered regular students, even though for sufficient reasons they may be permitted to take less than the minimum number of hours. They shall be

subject to the nine-hour rule, except that when registered for fewer than nine hours they must secure credit in them all.

STUDENT AFFAIRS COUNCIL.

All student affairs of the University, except athletics, shall be in the hands of the Student Affairs Council, consisting of four members of the Faculty, appointed by the President, and four members of the senior class elected by the seniors, whose consent shall be obtained for all student social functions.

STUDENT PUBLICATIONS.

Committee on—

The committee on student publications shall consist of the President of the University and three members of the Faculty to constitute a committee of consultation on student editors.

SUBSCRIPTION PAPERS.

Subscription papers for Faculty subscription shall be left at the Administration office.

SUMMER SCHOOL.

Credit For Work Done in—

Credit to the amount of seven semester hours may be given for Summer School work.

SUSPENSION.

Definition of—

Students suspended from the University shall be debarred from all privileges of the University and excluded from all University buildings and grounds during the time of the suspension.

TECHNICAL WORK.

Allowed Toward Bachelor's Degree—

Students seeking degrees in the College of Literature, Science and the Arts, shall be permitted to take not to exceed thirty semester hours in technical courses in the College of Engineering to count toward said degree.

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